



# PHYSICAL ALTERATION OF LAND (GRADING), STORMWATER MANAGEMENT (DRAINAGE), AND EROSION CONTROL PERMIT APPLICATION

Date: \_\_\_\_\_ Project Title/Name: \_\_\_\_\_ Area Disturbed (ac): \_\_\_\_\_

Site Address and/or Parcel#: \_\_\_\_\_

Description of Work: \_\_\_\_\_

*Stamped Final Construction Level Plans and Details must be submitted with application, in PDF format, to the Engineering Coordinator for review and approval (engineering@fayetteville-ar.gov). If entitlement process is required through the Planning Division, please do not submit this application until AFTER approval from Planning Division.*

Type of Work/Grading: ☐ Res.-Hillside Hilltop Overlay District ☐ Res.-Over 15% Slope ☐ Res.-Retaining Wall Over 4' ☐ Utility Main Ext  
(Check all that apply) ☐ Flood Plain (Add \$25) ☐ Large Scale Development ☐ Site Improvement Plan ☐ Preliminary Plat

*Stamped Final Drainage Report or Drainage Letter shall be required for all Commercial Developments (LSD, SIP & PPL):*

Drainage Report Included? ☐ No ☐ Yes (Additional fees per below)

Drainage Letter Included? ☐ No ☐ Yes

**This Grading & Drainage permit is required for all grading activities, except as identified under section 169.03(B); and is required for all drainage activities, except as identified under section 170.03(C) & (E) of the Unified Development Code.**

## Applicant information:

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Owner information:

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Engineer / Architect information:

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

FEES REQUIRED (at time of application submittal)					Resubmittal Fee*
Project Size (acres)	Tree Preservation	Grading	Drainage	Floodplain	
< 0.5	\$120	\$75	\$75	\$25	\$75
0.51 - 1.0	\$120	\$100	\$100	\$25	\$100
> 1.0	\$120	\$200	\$200	\$25	\$200

OFFICE USE ONLY	
Hansen AP#	
Planning Project#	
Engineering Project#	

TOTAL APPLICATION FEES: \_\_\_\_\_

**NOTE: Up to two project reviews are included with the initial application review fees. Should additional reviews be necessary for the project, a resubmittal fee will be charged for the third review and each subsequent review.**

**Property Owner/ Authorized Agent:** I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval. Furthermore, I certify that I am the owner or authorized agent of the property that is the subject of this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **General Grading *Plan* Requirements** (See Sheet 5 for Residential Plan Requirements)

Below is a list of the minimum criteria required on a grading plan. Additional information may be required as needed by the review engineer:

- **Site Plan.** Site plan at a scale no smaller than one inch equals 50 feet, showing property lines, vicinity map, address, north arrow, name of owner, developer, and adjacent property owners.
- **Contours.** Existing grades shall be shown with dashed line contours and proposed grades with solid line contours. Grading plans shall be required to show both the proposed grade and the undisturbed area. Contour intervals shall be a maximum of two feet. Spot elevations shall be indicated.
- **Designation of Grade.** Areas with 0-10%, 10-25%, 25-33% and more than 33% grade shall each be identified in a distinguishing manner.
- **Land to be Disturbed.** Land areas to be disturbed shall be clearly identified and noted on plans as a percent of the site.
- **Engineer/Architect.** Seal of a registered engineer, architect, landscape architect, in the state of Arkansas certifying that the plan complies with all applicable regulations.
- **Cuts and Fills.** All cuts and fills, including height and slope, shall be clearly shown on the plan.
- **Streets and Rights-of-way.** Location and names of all existing or platted streets or rights-of-way within or adjacent to tract and location of all utilities and easements within or adjacent to the property shall all be indicated.
- **Structures.** Location and dimension of existing and proposed structures on site and within 100 ft or property lines.
- **Retaining Wall.** Show the location and height of proposed retaining walls (walls over 4 ft must be designed & Inspected by licensed engineer in the state of Arkansas).
- **Natural Features.** Location of natural features, such as, drainage ways, ponds, rock outcroppings and tree cover. Indication of 100 year floodplains as defined by FEMA. Identify the limits of the Streamside Protection Zone (SPZ).
- **Acreage / Zoning.** Total acreage and zoning classification.
- **Surface Water.** Provision for collection and discharging surface water.
- **Existing Infrastructure.** Profiles and cross sections of streets, drainage systems, and underground utilities if necessary to clarify the grading plan in terms of potential erosion or runoff, or if the grading on site has the potential of disturbing the infrastructure.
- **Treatment of Slopes and Benches.** The method of treatment for all slopes and benches shall be indicated.
- **Natural Vegetation Preservation.** Identify the natural vegetation area to be preserved. Use Tree Preservation Fencing to designate the area of preservation on the grading plan. Include a description of re-vegetation methods or other permanent erosion control strategy. Measures for protecting trees targeted for preservation during land alteration activity.
- **Re-vegetation.** Specify method of re-vegetation based on slope requirements. All disturbed areas must be vegetated adequately to prevent erosion at time of final acceptance (on and offsite).
- **Runoff/sedimentation.** Specify and provide details of measures to control erosion and sedimentation during construction. Indicate measures to be used; such as straw bales, silt dams, check dams, lateral hillside ditches, catch basins, construction entrance/exit, etc.
- **Storm Water Pollution Prevention Plan.** Provide a copy if the SWPPP, if disturbed area is 1 acre or more, indicate measures.
- **Submittals.** Submit in PDF format to Engineering Coordinator, at [Engineering@fayetteville-ar.gov](mailto:Engineering@fayetteville-ar.gov), include transmittal letter. The grading plan must be sealed by a registered Professional Engineer, Landscape Architect, or Architect in the state of Arkansas.
- **Tree Preservation.** Plans must be reviewed by the Urban Forester. Contact Urban Forester, 444-3470, for specific requirements.)

*Final Approved Plans should be submitted to Building Safety for the Building Permit with a transmittal indicating, these are the approved site drawings to be permitted with the structure.*

The Development Services Director and City Engineer may waive any of the foregoing requirements when, in their discretion, any such requirement is not necessary due to the nature of the alteration or improvement, or other circumstances justify such waiver. A pre-application conference can be arranged and is encouraged to review the proposed project and discuss the checklist requirements.

## **Standard Requirements for General Grading Permits**

- The review by the Engineering Division is for general compliance and does not warrant the design and does not relieve the owner from any items discovered during construction which are deemed necessary to comply with city ordinances and criteria. The approval of the Engineering items on the plans for water, sewer, drainage, and grading is not a guarantee of approval of this project by other City divisions.
- A grading permit will not be issued until:
  - The design (including the Drainage Report) is approved and the preconstruction conference has taken place.
  - A copy of the SWPPP is provided to the city. The SWPPP will become part of the grading and drainage permit.
  - The perimeter erosion controls and limits of disturbance fencing have been inspected and approved by the Engineering Division. Applicant is responsible for contacting and scheduling the erosion control inspection by calling the assigned Public Works Inspector.
  - Grading Permits also generally require a Tree Preservation Plan approved by the Urban Forester 444-3470 or 601-1253. Prior to any clearing to install Erosion Control structures, the tree preservation fencing must be installed by the contractor and inspected by the Urban Forester.
  - Performance bonds in the amount of 100% of the total cost to install the approved **erosion and sediment control plan** (Hydromulch with seed all proposed disturbed areas, including area of improvements) to ensure the continuation of the proper maintenance of the plan must be provided. The bond shall remain in place until permanent stabilization has been achieved for the development site, **including all on and off-site franchise utilities**. (Projects greater than 5 acres.).
- The engineer of record shall perform monthly erosion control inspections to evaluate the performance and condition of existing sediment control methods and make adjustment the SWPPP to meet the city and state requirements. Contractor shall implement engineer or records' recommendations. The city shall receive a copy of the recommendations. The SWPPP will become part of the grading and drainage permit. (This applies to sensitive areas)
- The engineer of record shall provide "Full Time" inspection for utilities and "Part Time" inspection for the storm drainage and roadway construction for this project. The engineer of record shall also review and approve material submittals (approved submittals shall be submitted to the City for concurrence before material is ordered) – weekly inspection reports should be submitted to the City of Fayetteville's public works inspector.
- All materials and construction shall comply with the City of Fayetteville's requirements. In the case of conflicts, the City's criteria shall govern.
- Prior to obtaining a Final Plat, Certificate of Occupancy, or Temporary Certificate of Occupancy, the following items must be performed or provided to the satisfaction of the Engineering Department:
  - The work shown on the civil site package must be complete and the items on the final punch list completed.
  - Vegetation must be established in accordance with Section 169.06 of the UDC and perimeter controls removed.
  - One (1) set of as-built drawings of the complete project (excluding details) as a hard copy and in Tiff or PDF format;
    - Public infrastructure and services shall be surveyed after installation in relation to easements, property lines, and rights-of-way.
    - Professional surveyor shall provide stamp drawings specifically identifying the limits of as-built survey performed.
    - More than 2 ft deviation of design alignment shall require new easement dedication or adjustment of the utility/storm drain.
  - Unit price construction costs and a single 2 year maintenance bonds in the amount of 25% of the public improvements have been provided to the city;
  - Certification that the streets, sidewalk, storm sewer, water, fire line, and sewer lines, etc., were installed per approved plans and City of Fayetteville requirements;
  - Certification that the designed retaining walls were installed per approved plans and City of Fayetteville requirements;
  - Cross Sections, Volume Calculations, and Certification Retention/Detention Ponds are in accordance with the approved Drainage Report.
  - Cross Sections, contours, spot elevations, and Certification that the site has been graded per the approved MRLGP within the right of way, drainage easements, and utility easements (New Subdivisions Only)
  - Surveyor's Certification of Compliance for monuments and property pins.
  - The As-Built Final Drainage Report in PDF format.

## **Additional Development Requirements:**

- Prior to engineering approval of the **Building permit**, either the required public improvements must be installed and accepted, or performance bonds in the amount of 150% of the construction cost for all public improvements must be submitted, accompanied by a unit price estimate approved by the Engineering Division and all easements must be dedicated and or vacated.
- A copy of the approval letter from ADH shall be presented prior to installation of public utilities.

## **Standard Requirements for Drainage *Permits***

(This area is reserved for Drainage Report Checklist in new Drainage Criteria Manual)

## **Residential Grading *Plan* Requirements**

Below is a list of the minimum criteria required on a grading plan submitted for single family home construction in the *Hillside/Hilltop Overlay District, Floodplain, has Slopes 15% and Greater, or has a Retaining Wall greater than 4 ft in height.* Additional information may be required as needed by the review engineer.

- Owner's and designer's name, address and contact information
- Site address – Building permit number (if known)
- Vicinity map & Bar scale
- Property lines including Adjacent Property Owners
- Existing structures, right of way, easements, & utilities
- Limits of Hilltop Hillside Overlay District-HHOD
- Limits of Stream Side Protection Zone – SPZ -(Contact the Floodplain Administrator, 575-8208, for specific requirements)
- Limits of Flood Plain – Flood Plain Development Permit required along with an Elevation Certificate (Contact the Flood Plain Administrator, 575-8208, for specific requirements)
- Proposed structures including the driveway(s)
- Proposed utility service lines and meters
- Sidewalks & ADA access ramps (if required)
- Proposed retaining walls – Design & Inspection by PE required for walls over 4 ft – include elevation of top and bottom of wall – cannot be located in an easement without written permission from all utilities – min. setback is 2 ft from right of way.
- Contours with a 2' max. interval (existing) 1' max. interval (proposed)
- Spot elevations at critical locations. (FFE, Dirt Grade, High Point, etc..) Meet Building Safety Requirements for dirt grade adjacent to structure (4"-6" drop) and slope requirements (5% for 10 ft) away from structure. (Use slope arrows as necessary)
- Limits of disturbance – including method of delineation in the field.
- Percent of lot area disturbed (minimum amount of undisturbed land shall equal the minimum tree canopy tree preservation required -30% -typical ) – HHOD only
- Profile of driveway (include transitions for grade breaks greater than 14%)
- Proposed erosion control measures – Include details in the plans – Protect downstream inlet.
- Concrete wash-out facility – Include detail of concrete wash-out or specify a standard product.
- Include standard note for: Debris, mud, and soil allowed in public streets, etc.
- Include standard Re-vegetation notes. - All disturbed areas must be vegetated adequately to prevent erosion at time of final acceptance (On and offsite).
- Include a note that both the City Engineer and the Urban Forester will have a sign off for any Certificate of Occupancy.
- Seal of a registered Professional Engineer, Landscape Architect, or Architect (in the state of Arkansas)
- Complete grading permit application and fees
- Submit in PDF format to Engineering Coordinator, [Engineering@fayetteville-ar.gov](mailto:Engineering@fayetteville-ar.gov) , including transmittal letter.
- Building Permits in the HHOD will also require:
  - Foundation design by professional engineer or architect licensed in AR reviewed by Building Safety. (Contact Building Safety, 575-8233, for specific requirements.)
  - Tree Preservation plan reviewed by the Urban Forester. (Contact the Urban Forester, 444-3470, for specific requirements.)

Final Approved Plans should be submitted to Building Safety for the Building Permit with a transmittal indicating, these are the approved site drawings to be permitted with the structure.

## **Standard Requirements for Residential Grading Permits:**

**(Hillside Hilltop Overlay District, Slopes 15% or greater, Retaining Wall, Floodplain)**

- The review by the Engineering Division is for general compliance and does not warrant the design and does not relieve the owner from any items discovered during construction which are deemed necessary to comply with city ordinances and criteria. The approval of the Engineering items on the plans is grading is not a guarantee of approval of this project by other City divisions.
- A grading permit will not be issued until:
  - The perimeter erosion controls and limits of disturbance fencing have been inspected and approved by the Engineering Division. Applicant is responsible for contacting and scheduling the erosion control inspection by calling the assigned PWI (**Raymond Patterson** 601-3510).
- Grading Permits in the HHOD also require a Tree Preservation Plan approved by the Urban Forester (444-3470 or 601-1253). Prior to any clearing to install Erosion Control structures, the tree preservation fencing must be installed by the contractor and inspected by the Urban Forester.
- When the project is complete and prior to final acceptance by engineering necessary for any Certificate of Occupancy:
  - The work shown on the grading plan must be complete and inspected by the assigned Public Works Inspector, including any punch list completed.
  - Vegetation must be established per the HHOD requirements on the permitted lot and all disturbed areas associated with construction including offsite.
  - Certification that any designed retaining walls were installed per approved plans and City of Fayetteville requirements and not placed in Utility Easement;
  - Perimeter erosion controls removed.
  - Sidewalks and ADA ramps must be in compliance with ADA specifications.
  - Once the above requirements are met, and prior to request of the Temporary Certificate of Occupancy or Permanent Certificate of Occupancy, the contractor shall contact the Engineering Coordinator, 575-8206 to request a final site inspection for grading permit compliance.
- Building Permits in the HHOD will also require:
  - Foundation design by professional engineer or architect licensed in AR reviewed by *Building Safety*. (Contact Building Safety, 575-8233, for specific requirements.)
- Final approved plans should be submitted to **Building Safety** for the *Building Permit* with a transmittal indicating, these are the final site drawings to be permitted with the structure.
- After the plans have been approved, provide three (3) sets of final plans (hard prints) and one (1) PDF of the final plans at least 24 hours prior to requesting the grading permit. One (1) set of plans will be retained for our public works inspector

See Residential Grading Plan on sheet 5 for submittal requirements.